**Russell Smith**

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**EDUCATION & CERTIFICATIONS**

**Georgia North Western Technical College**

**(completed approximately 30 credits toward Criminal Justice Degree)**

**PROFESSIONAL EXPERIENCE**

**Production Supervisor**

**October 2017–Present**

**Mapei America*s*Dalton, GA**

* Managing line and production personnel to ensure production goals are met
* Scheduling production
* Working with other Production Supervisors to ensure shift changes are made with no stoppage in

production and efficacy

* Managing all safety for the production area including use of proper PPE (personal protective

equipment)

* Managing the staffing, hours and overtime for liquids and pastes production
* Managing Production Operators and Team Leaders in liquids and pastes production
* Completing all paperwork to ensure production is met and production schedule is maintained for

particular department

* Train, supervise, coach and develop growth opportunities within production department
* Work with shipping and receiving, HR, maintenance, inventory control, quality department and

EH&S to ensure safety and efficiency of the plant

* Ensures quality of product and production to meet manufacturing guidelines and compliance
* Works in a team environment with other department management to coordinate a production

schedule to achieve required deadlines, objectives and budgets.

* Advises department management on matters relating to daily operations and makes

recommendations for improvements when feasible.

* Takes necessary action to eliminate delays ensuring adherence to production and shipping

schedules.

* Supervise and coordinate activities and performance of assigned staff to ensure the achievement

of department OEE objectives and performance goals.

* Develops information and compiles reports concerning scheduling, production goals, equipment

and maintenance problems and other studies or reports as requested.

**Twisting Supervisor**

**July 2015–October 2017**

**Beaulieu AmericaCalhoun, GA**

* Review production orders and/or schedules to ensure that production requirements within the

department are completed according to established production schedules. Resolves operational,

processing, and maintenance problems to ensure minimum costs and production downtime

* Continuously striving to improve all production methods while adhering to all safety procedures.
* Responsible for training and development of hourly employees, estimating personnel needs,

assigning work, meeting completion dates, interpreting and ensuring consistent application of

organizational polices

* Maintains shift reports and records. Verifies employee hours worked in KRONOS
* Provide consistent and constructive feedback to employees; train, develops or identifies

employee’s training and resource needs, establishes priorities, monitors the quality and quantity

of work performed by the department and the individuals within the department. This includes

ensuring quality requirements and procedures for the department and plant are communicated,

understood and practiced

* Maintain control of resources to ensure on-going operation of the department within the

established budget, productivity and efficiency standards; develop and maintains effective working

relationships with other departments to proactively address issues that may potentially impact the

quality of the production process or product

* Responsible for employee counseling and disciplinary actions, including recommendations for

termination

* Schedule personnel and assign work to meet production requirements in an efficient and cost

effective manner. Ensure adherence to established priorities for production workflow. Assist with

planning, developing and administering departmental procedures, policies and standards, ensures

organization policies and procedures are communicated and practiced. Develop appropriate

measures or standards for performance and uses these to monitor, evaluate and continuously

improve employees and production

**Twisting/Heat Set Operator**

**September 2014–June 2015**

**Mohawk IndustriesCalhoun, GA**

* Loads and positions yarn on production machinery in twisting dept.
* Maintain Machinery and works to successfully reach production levels required.
* Move Buggies containing cores of yarn from warehouse to twisting department and place the

buggy at the machine of responsibility.

* Remove yarn from buggy and place a full package of yarn into bucket grasping free yarn ends

place the tension device into the cone of yarn using the foot controls then feed the ends of yarn

through the bottom of the bucket.

**Twisting Operator**

**June 2013–September 2014**

**Shaw Industries Calhoun, GA**

* Loads and positions yarn on production machinery in twisting dept.
* Maintain Machinery and works to successfully reach production levels required.
* Move Buggies containing cores of yarn from warehouse to twisting department and place the

buggy at the machine of responsibility.

* Remove yarn from buggy and place a full package of yarn into bucket grasping free yarn ends

place the tension device into the cone of yarn using the foot controls then feed the ends of yarn

through the bottom of the bucket.

**Heat Set Operator**

**September 2012–June 2013**

**Shaw IndustriesCalhoun, GA**

* Obtain buggies of twisted creel yarn from staging area.
* Creel twisted yarn package on specified creels using air splicer.
* Must be able to reach all yarn path.
* Re-Thread machine after breakouts, as needed.
* Put correct labels into cones.
* Doff packages of heat set yarn from winder.
* Keep work area neat, orderly and safe.
* Report contamination, mixed threads, or other off quality to supervision immediately.

**Carding and Blending Operator**

**January 2007–September 2012**

**Shaw IndustriesCalhoun, GA**

* Responsible for observing safety and security procedures.
* Complete setup or changeover of machines to include loading with components, solution and

packaging materials.

* Complete quality checks utilizing a ruler, visual inspection or pull testing; Make necessary

adjustments to ensure quality of product.

* Assist with waste removal from line and/or plant
* Assist with packing duties (i.e. palletizing, packing cases) as needed
* Process all required paperwork accurately and timely
* Observe all safety and quality procedures while completing required duties

**Thermo Bond Lead**

**February 2005–January 2007**

**Shaw IndustriesCalhoun, GA**

* Trains new employees and places temporary employees in positions within the department.
* Ensures smooth and efficient workflow between production areas and the Finishing Department.
* Monitors the assigned area for current or potential operational problems and gains assistance

from management as needed to resolve these issues.

* Monitors quality of work-in-process and finished material.
* Monitors the performance efficiency of personnel within the assigned area and works with

management to formulate plans for team training and development needs.

**Carding and Blending Operator**

**January 2004–February 2005**

**Shaw IndustriesCalhoun, GA**

* Loads and positions yarn on production machinery in twisting dept.
* Maintain Machinery and works to successfully reach production levels required.
* Move Buggies containing cores of yarn from warehouse to twisting department and place the

buggy at the machine of responsibility.

* Remove yarn from buggy and place a full package of yarn into bucket grasping free yarn ends

place the tension device into the cone of yarn using the foot controls then feed the ends of yarn

through the bottom of the bucket.

**SKILLS AND CREDENTIALS**

* Proficient using a PC, AS400, Microsoft Office, Word, JD Edwards, Kronos
* Proficient using all assigned department machinery and other related equipment and the knowledge and skills required to perform troubleshooting, preventative maintenance, and resolve other basic operating problems.
* Basic knowledge and understanding of HR policies, practices, and procedures as it relates to employee relations, hiring, terminations, benefits and compensations plans and administration guidelines.
* Ability to use and apply basic mathematical principles and to calculate figures and amounts such as proportions and percentages.
* Excellent verbal, written and interpersonal communication skills in order to effectively interact with management, staff, and other internal customers
* Excellent human resource management skills to effectively lead and direct a diverse work group; to achieve results through team efforts, and the desire and ability to motivate, persuade and direct the activities of others